CITY OF HOUSTON



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Job Posting

Applications accepted from:

Job Classification **Posting Number** Department Division Section **Reporting Location** Workdays & Hours

ALL PERSONS INTERESTED

IT PROJECT MANAGER PN #106544 **Municipal Courts Administration** Information Technology

1400 Lubbock All Shifts, days, and holidays*

*Subject to change

DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS 9

Assists the Assistant Director of the Municipal Courts Information Technology Division in planning and managing the development and implementation of large information systems for the City; manages a systems project from inception and project definition to implementation and post-implementation analysis and planning. Plans and performs systems analysis and programming activities to provide technical expertise in the areas of system support and development.

- Diagnose both business process and technology-related opportunities;
- Coordinate efforts of impacted organizations to develop plans for addressing these opportunities.

Supports the City's efforts to use technology to improve the efficiency and effectiveness of Court operations by:

- Providing technical advice regarding the identification and resolution of system problems;
- Reviewing and investigating application systems to diagnose problems and offer solutions; and
- Working to implement the Court's technology vision, policies, standards, and business practices.

Provides Court management with timely, useful, and accurate recommendations for software and hardware that:

- Meet the Court's changing business needs;
- Minimize operational disruptions when business process and technology changes are implemented.

WORKING CONDITIONS

General office setting. The position is physically comfortable; the individual has discretion about walking, standing, etc. May require traveling between departmental locations for meetings and related assignments.

MINIMUM EDUCATIONAL REQUIREMENTS 11

Requires a Bachelors degree in Computer Science, Mathematics, Business Administration or a closely related field.

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MINIMUM EXPERIENCE REQUIREMENTS
Six (6) years of progressively responsible experience in the area of information systems, with two of the years in a supervisory capacity, are required.

MINIMUM LICENSE REQUIREMENTS 13

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

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Experience with any or all of the following: business software implementation, business process design, clientserver applications, professional services delivery, Crystal Enterprise and/or Crystal report development, OLAP, Oracle 9i, network design and/or administration, project management, security design and administration, systems analysis and design, Unix (especially HP-UX); workflow analysis; and/or Windows server administration.

SELECTION/SKILLS TESTS REQUIRED 15

None. However, the department may administer and the applicant must successfully complete a computer skill assessment.

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<u>SAFETY IMPACT POSITION</u> [X] Yes [X] No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u> Salary Range - Pay Grade 28</u> \$1,777- \$3,184 Bi-weekly \$46,202 - \$82,784 Annually

18 **OPENING DATE** August 24, 2005

19 **CLOSING DATE OPEN UNTIL FILLED**

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. TDD Line phone number (713) 837-9471. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer